

MONROE COUNTY

JOB DESCRIPTION

Position Title: LIBRARY ASSISTANT		Date: 10/02/98
Position Level: 6	FLSA Status: Nonexempt	Class Code: 6-11

GENERAL DESCRIPTION

Provides assistance in the circulation of library materials. Serves the community and library patrons by helping them access information and answering directional and informational questions. Operates equipment as needed and ensures equipment maintained in proper working order.

KEY RESPONSIBILITIES

- 1.* Checks in books, periodicals, audio/visual materials and shelves on a daily basis.
 - 2.* Answers directional and informational questions of library patrons. Utilizes databases as needed to answer questions. Assists patrons in operating equipment as needed.
 - 3.* Assists with all functions of the Circulation Desk, including issuing of library cards, checking in and out of library materials.
 4. Maintain and troubleshoots computer equipment; maintains periodicals materials, and reference materials.
 5. Verifies, processes and receives all AV/book orders for campus libraries and notifies librarians and faculty as received.
 6. Processes interlibrary loan requests for faculty from other library systems; processes and fulfills requests as needed.
 7. Compiles and produces computerized monthly statistical usage reports.
 8. Aid in the training of new personnel and direction of staff on procedures.
 9. Performs other similar and related duties as needed.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: LIBRARY ASST	Class Code: 6-11	Position Level: 6
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	2 to 3 years prior related work experience required.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Work consists of moderately complex procedures and tasks where basic analytic ability is required.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None. May require evenings and Saturdays.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date, I have received a copy of my job descriptions relating to my employment with Monroe County.

Name _____ Signature _____ Date: _____